

SENIOR SERVICE COMMISSION MEETING MINUTES

Middletown Senior Center

150 William Street

January 8, 2013

5:00 PM

1. Members Present: Commissioners: Pat Jackowski, Annabelle Malone, Tom Hutton, Ed Rubacha, Lucy Bettencourt, William Wasch and Councilman, Ron Klattenberg

Absent: Commission Chair, Ed Dypa and Councilman, Phil Pessina

Staff Present: Debbie Stanley, Acting Director and Heidi Geores, Senior Center Manager

Absent: none

General Public: None

2. Meeting Called to Order: Called to order at 5:03.

3. Public Hearing: None

4. Approval of August Minutes: A motion to approve the minutes from October 2, 2012 was made by Tom Hutton and seconded by Annabelle Malone. Motion passed with Lucy Bettencourt abstaining as she is new to the Commission.

Departmental Reports:

Acting Director Debbie Stanley:

- Debbie Stanley introduces herself to the Commission and explains that she has just come on as the Acting Director.

Manager Heidi Geores:

- The number of program participants continues to grow with the addition of new one-time events.
- Several upcoming events have the potential of becoming regular, direct-pay programs depending on participant feedback.
- Staffing limitations coupled with additional responsibilities placed on existing staff as other city employees have retired, and increased phone and in-person patron participation are creating new challenges for the Senior Center Manager as well as the Senior Services Specialist.

Old Business

➤ Building Committee Update:

- Ron Klattenberg advised the group that test boring for the proposed geothermal heating and cooling system for the new Senior Center has come back with encouraging results.
- Architects are currently working on plan details.
- Carpet, linoleum and plywood flooring will need to be removed to assess the original floor. The suspended ceiling structures will need to be removed to prepare for updating the utility services. There are no hazmat issues with these items.

- \$250.00 cash donation from the Middletown Road Race Committee and a 12 by 4 foot conference table has been donated by Radiological Associates of Middletown.
 - Once the construction drawings are completed and approved, building contracts will go out to bid and the Historical Consultant will apply for tax credits.
- **Update on Triad:**
- Vice Chairperson, Pat Jackowski gives Lucy Bettencourt and Debbie Stanley a run down on Triad and the Yellow Dot program. Triad meets the first Tuesday of each month at 2:00 in the Community Room of the Middletown Police Department.
 - Annabelle Malone suggests some outreach possibilities to help make the public aware of Triad and its programs.
- **Defibrillator Report:**
- Vice Chairperson, Pat Jackowski would like to write a letter to the editor to publicly acknowledge and thank Coughlin-Lastrina and Biega Funeral homes for their generous donations making the purchase of the defibrillator possible. There was also discussion about submitting a photo to the Middletown Press.

New Business:

- **Senior Center Budget 2013-14 Fiscal Year:**
- Vice Chairperson, Pat Jackowski advised the group of the budget issues that have affected the Senior Center over the past several years and voices concerns for the upcoming fiscal year. She plans to seek an audience with the Mayor's office to discuss the Senior Services Commission's concerns.
- **Possible hiring of volunteers to assist office staff:**
- The idea of hiring volunteers to assist office staff was discussed. There are union issues to consider and conversations to be had with city representatives before any action can be taken.
- **Bus Transportation to new Senior Center:**
- Vice Chairperson, Pat Jackowski shared a drafted letter proposing to Middletown Area Transit, the need for a "senior loop" to help seniors without transportation to get to the Senior Center. This item had been tabled due to delays with getting the Eckersley Hall Building project underway and the passing of Mr. Tom Cheeseman. This initiative will be revisited with Mayor Drew's office.
- **New Senior Services Director / Administrator:**
- Vice Chairperson, Pat Jackowski discussed the idea of an administrator being hired specifically to advocate for the needs of all seniors in Middletown, not just those who participate in Senior Center activities. She also shared the resume of a former applicant who is still interested if the position becomes available.
 - Councilman, Ron Klattenberg gave some information regarding the process of creating positions within the City, the writing of job descriptions and the reorganization process.

Miscellaneous:

- Vice Chairperson, Pat Jackowski implored the commission members to become more involved in groups and activities in our area that support services for seniors for mutual benefit of the Senior Services Commission, and to educate themselves.
- Beth Lapin, Secretary of the Eckersley Hall Building Committee has been sending out thank you notes for donations received toward the project and is keeping record of all instances.

- Commissioners without ID badges were instructed to go to the Personnel Office in City Hall to have a badge made with their photo on it.
- A letter will be drafted from the Commission thanking Raymond A. Santostefano for his years of service to the Senior Center and Senior Services Commission.

Adjournment: 6:04 Lucy Bettencourt motioned to adjourn the meeting, seconded by Tom Hutton. The motion was unanimously approved by the Commission.

Respectfully submitted,

Heidi Geores